

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: \*

☒ Greater Raleigh Convention and Visitors Bureau

Please select your second Board preference: \*

☒ Alcoholic Beverage Control Board

Please select your third Board preference: \*

☒ Centennial Authority

Please select your fourth Board preference: \*

☒ None Selected

Please select your fifth Board preference: \*

☒ None Selected

Please select your sixth Board preference: \*

☒ None Selected

james

First Name

D

Middle Initial

Beley

Last Name

215 Drummond Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27609

Postal Code

What district do you live in?

None Selected

Mobile: (919) 441-8353

Primary Phone

Business: (984) 304-7865

Alternate Phone

jbeley52@gmail.com

Email Address

The Results Company

Employer

Director

Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

None Selected

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## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

I am the director of the Wake County Hospitality Alliance which represents hotels and hotel owners throughout the County. I believe I could assist and support the GRCVB tourism efforts by representing the hotel community's thoughts and ideas.

## Work Experience

50 years luxury hotel management throughout the United States. Most recently 14 years at the general manager of The Umstead Hotel & Spa in Cary. I retired in September 2023, and now leading this local alliance of hotels.

## Volunteer Experience

Raleigh Police Volunteer Patrolman - current Catholic Parish Outreach -food pantry - current St. Joseph's Feed the Homeless Program - current

## Education

Florida International Univ. Miami FL Graduated BS Hotel Administration 1981 Culinary Institute of America Hyde Park NY Graduated AOS in culinary arts 1978 Monroe- Woodbury HS Central Valley, NY Graduated with NYS Regents diploma

## Comments

I do not have a current updated resume since retirement in 2023

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Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics

Date of Birth

**Gender \***

☒ Male

**Ethnicity \***

☒ Caucasian

**Other**

**How did you become aware of Wake County volunteer opportunities?**

☒ Other

**If you selected "Other" above, how?**

referral for the position

Please upload a file

**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: \*

☒ Greater Raleigh Convention and Visitors Bureau

Please select your second Board preference: \*

☒ None Selected

Please select your third Board preference: \*

☒ None Selected

Please select your fourth Board preference: \*

☒ None Selected

Please select your fifth Board preference: \*

☒ None Selected

Please select your sixth Board preference: \*

☒ None Selected

Mark

First Name

F

Middle Initial

Zimmerman

Last Name

103 Mayfield Drive

Street Address

Suite or Apt

Apex

City

NC

State

27539

Postal Code

What district do you live in?

☒ District 2

Mobile: (919) 271-7974

Primary Phone

Business: (919) 828-3356

Alternate Phone

mzimmerman@tbchotels.com

Email Address

TBC Hotels

Employer

Corporate Director of Hotel Operations

Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Apex

---

## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

I have been worked in a variety of positions within hotel/hospitality for years. Additionally, I have worked for Convention and Visitors organizations. I am a strong believer in promoting and representing tourism in order to attract visitors to our county. Visitors mean economic growth for businesses of all sizes.

## Work Experience

I have worked for Marriott International and Starwood for over 30 years. I have held a number of positions including General Manager and Regional Director of Sales and Marketing. I have worked for the Valley Forge Convention and Visitors Bureau in the role of Senior Vice President of Sales and Marketing.

## Volunteer Experience

I have been a volunteer on a number of boards both personally and professionally. (noted on my resume)) I have been a hospitality/tourism guest speaker for a number of universities as well as the New York State Department of Hospitality and Tourism.

## Education

New York State University at Delhi. I have a major in Hospitality/Tourism and a minor in Accounting.

## Comments

[Mark\\_Zimmerman\\_s\\_Resume..pdf](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

---

## Demographics

Date of Birth

Mark F Zimmerman

**Gender \***

☒ Male

**Ethnicity \***

☒ Caucasian

---

**Other**

**How did you become aware of Wake County volunteer opportunities?**

☒ Other

**If you selected "Other" above, how?**

CVB

Please upload a file

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## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

# MARK ZIMMERMAN

103 Mayfield Drive, Apex NC 27539

mszimm04@gmail.com  
919-271-7974 (cell)

## EXECUTIVE SUMMARY

Innovative executive professional with demonstrated success in sales and marketing, general management, revenue management, budgeting and financial management, analytical/strategic forecasting and planning. Expertise in leadership development and administration with demonstrated ability to communicate and work effectively across multiple levels of an organization. Reputation as a change agent with the ability to analyze issues, devise, implement and measure process improvement plans. Strong personal integrity and proven performance provide the foundation for future advancement.

## PROFESSIONAL EMPLOYMENT HISTORY

### **2015-Present      General Manager---Aloft Raleigh**

Raleigh, NC

Opening General Manager responsible for all aspects of ordering; staff development; state and county regulations; operational strategic setup and alignment; training and market analysis and positioning. Additionally partnered with both Starwood and General Contractor to ensure timely opening and adherence to all established operational standards. Overall responsibilities include overseeing all departments within the hotel including daily rate and revenue strategies, overall customer satisfaction and financial obligations. Consistently ranks one of the top hotels in the Aloft brand in both overall customer satisfaction and Food & Beverage presentation and product. In less than one year, achieved and maintained overall Revpar Index expectations for all comp sets. Met and exceeded budgeted revenue goals every year since opening. Partnered and established the Aloft as the VIP host hotel for a number of organizations, including NC State University, for a variety of special events.

### **2011-2015      Senior Vice President Sales and Marketing Valley Forge Convention and Visitors Bureau**

Valley Forge, PA

Strategic business leader and mentor within the organizations sales and marketing arena. Provide leadership in establishing and monitoring metrics; honing the deployment of the sales efforts; customer and industry presentations; reaching out to the CVB's stakeholders' sales operations and working to further establish the destination within all the appropriate business segments. Oversee and direct the bureau's marketing efforts in electronic marketing, consumer database management, advertising and public relations. Manage five director level positions: Director of Convention Sales, Tourism Sales, Electronic Marketing, Services/Membership and Communications. Work directly with the President and CEO of the organization and assume required responsibilities in his absence.

### **2010-2011      General Manager---Crowne Plaza Syracuse      (Richfield)**

Syracuse, NY

Based on operational and sales excellence, selected to convert this property from a Marriott Renaissance to a Crowne Plaza hotel on a fast track basis. During the conversion raised customer satisfaction scores over 20 points as well as increased revenue on the books over one million dollars within the first three months.

### **2009-2010      Corporate General Manager**

(Richfield)

Missoula, MT  
El Paso, TX

Provided senior level management leadership to the properties during search for full time General Managers, responsibilities include, associate and owner relations, guest satisfaction, standards compliance, asset management as well as revenue management and profit maximization.

### **2007-2009      General Manager---Albany Holiday Inn**

(Richfield)

Albany, NY

After one year in the position of Director of Sales and Marketing, was promoted to the General Manager position.

## MARK ZIMMERMAN

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Strategic Business Leader for this hotel's 312 rooms and 22, 000 square feet of meeting space. Responsible for ensuring the strong financial performance of the hotel, positive guest and internal customer relations as well as strong public and community relations within the market. Year over year growth in revenue per available room, market penetration, Global Distribution System productivity, guest satisfaction, associate satisfaction as well as food and beverage outlets provided the measurement of success.

**2006-2006**                      **Corporate Director of Sales & Marketing---Merritt Hospitality Group**                      Albany, NY

Provided and managed direction, market analysis, deployment and training within the Sales/Marketing discipline for the Marriott and Renaissance branded hotels in the portfolio. Developed and managed the implementation of corporate portfolio sales initiatives. Customer satisfaction, associate satisfaction and owner satisfaction provided the basis for this position.

**1999-2006**                      **Director of Sales and Marketing---Albany Marriott Hotel**                      Albany, NY

Functioned as the Strategic Business Leader of the hotel's Sales and Marketing department, overall responsibilities include achievement of revenue goals, guest and associate satisfaction, ensuring the strong financial performance of the department, and leading the sales functions to build long-term, value-based customer relationships that enable achievement of hotel sales objectives. Proactively positioned and marketed the hotel, created and implemented hotel wide business plan and budget to enable development of hotel specific campaigns, promotions, and collateral. These responsibilities along with strategy creations and executions within the Revenue Management and Event Management disciplines escalated my team to the highest achievement of Marriott International's Sales Team of the Year Northeast region.

**1999-1999**                      **Director of Market Revenue Strategy ---Philadelphia Airport Marriott**                      Philadelphia, PA

Oversaw the total Revenue Management as well as Sales and Marketing tasks for eight full and limited service Marriott hotels within the Philadelphia Airport Cluster. Budgeting and forecasting for long term revenue growth was the norm.

**1994-1999**                      **Regional Director of Sales and Marketing --- Marriott International**                      Syracuse, NY

Directed and trained the sales leaders and teams of over 50 Residence Inn's by Marriott hotels located within the Northeast, Midwest and Canada. Marketing plans, revenue management strategies, sales promotions, cluster/lodging activities, franchise/owner relations, National Sales conference developer/ presenter. Recognized with an outstanding franchise partnership award.

**1990-1994**                      **General Manager --- Syracuse Residence Inn by Marriott**                      Syracuse, NY

Opened hotel as General Manager and led the entire management team and associates to Marriott International's recognition of the company's highest award for outstanding customer service and overall hotel performance three years in a row. Achieved and maintained highest award levels for overall Associate Satisfaction; additionally received the recognition of being the first hotel in the history of Marriott to achieve a perfect internal audit.



#### PROFESSIONAL AFFILIATIONS/AWARDS

Board of Directors for the Albany County Convention Bureau; Executive Committee Director for the Syracuse Convention Bureau; Board member for the Montgomery County Community College Culinary Arts Division; Hospitality Advisory Board member and guest lecturer at State University of New York at Delhi and Schenectady County College; Advisory Board member for Muscular Dystrophy annual fund raiser; Senior High Youth ministry leader for local church; recipient of college Alumni of the Year; Marriott Manager of the Year; Marriott Franchise Partnership award; Sales/Marketing and Revenue Management class facilitator for the New York State Hospitality and Tourism Association; Member of Hotel Sales Marketing Association International and Pennsylvania Association of Travel and Tourism.

Profile

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Please select your third Board preference: \*

☒ Greater Raleigh Convention and Visitors Bureau

Please select your fourth Board preference: \*

☒ Greater Raleigh Convention and Visitors Bureau

Please select your fifth Board preference: \*

☒ Greater Raleigh Convention and Visitors Bureau

Please select your sixth Board preference: \*

☒ Greater Raleigh Convention and Visitors Bureau

Julie

First Name

B.

Middle Initial

Smith

Last Name

11901 Fairlie Place

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

None Selected

Mobile: (919) 605-1985

Primary Phone

Mobile: (919) 210-5344

Alternate Phone

jbsmith9@ncsu.edu

Email Address

NC State University

Employer

Vice Chancellor for External Affairs, Partnerships and Economic Development

Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

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☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

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☒ Raleigh

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## **Interests & Experiences**

**Why are you interested in serving on a Board or Commission?**

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As Vice Chancellor for External Affairs, Partnerships and Economic Development at NC State University, I would like to continue to further my engagement with Wake County. In my role, I work to cultivate and enhance the relationships that the university maintains with many external constituencies in order to advocate for NC State in achieving its three-tiered mission of teaching, research, and extension and engagement. Forging a strong partnership and working collaboratively with our local community serves both entities by helping to stimulate economic growth, innovation and multi-disciplinary research.

## **Work Experience**

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I currently serve as the Vice Chancellor for External Affairs, Partnerships and Economic Development at NC State University. In my role, I am responsible for working with a variety of internal and external constituencies to advocate for NC State in achieving its three-tiered mission of teaching, research, and extension and engagement. These constituents include: federal, state and local governments; the UNC System Office; NC State faculty, staff, students, and alumni; educational institutions; community leaders; businesses and industries in the Research Triangle, City of Raleigh and beyond; and counties throughout North Carolina. I help to shape and implement the external affairs and economic development strategy for the university, strategically working to further cultivate industry, corporate, and government partnerships thereby stimulating economic growth, innovation and multi-disciplinary research. I also serve as the university's liaison for state and local relations. Additionally, I represent the university on the boards of the Greater Raleigh Chamber of Commerce, Hillsborough Street Community Service Corporation, and Blue Ridge Corridor Alliance. Prior to joining NC State, I served as Assistant to the Chancellor for External Affairs at the University of North Carolina at Pembroke. In that role, I served as the university's liaison for state and federal relations and worked to strengthen external partnerships for the university and southeastern North Carolina. Before I began my work within the UNC System, I worked for a number of years as the Assistant General Counsel for the North Carolina Sheriffs' Association providing legal advice on a vast array of different issues both internal to the corporation as well as those involving its members.

## **Volunteer Experience**

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## **Education**

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University of Virginia School of Law, Charlottesville, VA Juris Doctorate of Law, 2009 North Carolina State University, Raleigh, NC B.A., Political Science (Minor: Environmental Science), summa cum laude, 2006 Valedictorian; Roy H. Park Scholarship Recipient

## **Comments**

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I would be honored to continue to serve on the Greater Raleigh Convention and Visitors Bureau board and greatly appreciate your consideration.

Julie B. Smith

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Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics

Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ Native American

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## Other

### How did you become aware of Wake County volunteer opportunities?

None Selected

### If you selected "Other" above, how?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Julie B. Smith

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: \*

☒ Capital Area Workforce Development Board

Please select your second Board preference: \*

☒ Triangle Transit Authority Board

Please select your third Board preference: \*

☒ Wake Technical Community College Board of Trustees

Please select your fourth Board preference: \*

☒ City of Raleigh Housing Appeals Board

Please select your fifth Board preference: \*

☒ City of Raleigh Planning Commission

Please select your sixth Board preference: \*

☒ Durham and Wake Counties Research and Production Service District Advisory Committee

PATRYCE

First Name

RISPRESS

Last Name

Middle  
Initial

514 OLD SCARBOROUGH LN

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

☒ District 2

Home: (919) 862-7567

Primary Phone

Home: (919) 862-7567

Alternate Phone

ms\_ris@yahoo.com

Email Address

PAK ACCOUNTING

Employer

ACCOUNTING  
MGR/CONTROLLER

Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Garner

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**Interests & Experiences**

**Why are you interested in serving on a Board or Commission?**

it is a way to give back to my community and be a part of it

**Work Experience**

business owner accountant

**Volunteer Experience**

Current: Treasurer of NMBAA RDU Chapter, Prior member of: Adult home care advisory, Treasurer NC TREIA. And Compass Youth board member

**Education**

BA~ MSA in accounting

**Comments**

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

---

**Demographics**

Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

---

☒ African American

---

**Other**

**How did you become aware of Wake County volunteer opportunities?**

---

☒ Current Wake County Volunteer

**If you selected "Other" above, how?**

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Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: \*

☒ Human Services Board

Please select your second Board preference: \*

☒ Capital Area Workforce Development Board

Please select your third Board preference: \*

☒ Juvenile Crime Prevention Council

Please select your fourth Board preference: \*

☒ Open Space and Parks Advisory Committee

Please select your fifth Board preference: \*

☒ United Arts Grants Panels

Please select your sixth Board preference: \*

☒ Yates Mill Park Advisory Board

Christina

First Name

Fedak

Last Name

Middle  
Initial

2816 Egert Drive

Street Address

Suite or Apt

Haw River

City

NC

State

27285

Postal Code

What district do you live in?

None Selected

Home: (336) 202-1717

Primary Phone

Home: (336) 202-1717

Alternate Phone

threefedaks@gmail.com

Email Address

UNC Health

Employer

HCS Application System  
Analyst

Job Title



If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

None Selected

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I am interested in helping serve our state and local community through participating in local boards.

Work Experience

See attached resume

Volunteer Experience

Youth Basketball Coach at Harvest Baptist Church 2023-2025 Samaritan’s Purse Holiday volunteer at processing center 2024

Education

See attached resume

Comments

Thank you for the opportunity to apply. I look forward to discussing my career experience and interest in serving as a board member to improve our state and local communities.

[Christi2025Resume.pdf](#)  
Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Date of Birth

Gender \*

☒ Female

Christina Fedak

**Ethnicity \***

---

☒ Caucasian

---

**Other**

**How did you become aware of Wake County volunteer opportunities?**

---

☒ County Website

**If you selected "Other" above, how?**

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Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**


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# CHRISTINA FEDAK

HCS Application System Analyst

CF

## CONTACT

 336 - 202 - 1717

 2816 Egert Drive,  
Haw River, NC

 [threefedaks@gmail.com](mailto:threefedaks@gmail.com)

## EXPERTISE

- **Multi-tasking**
- **Teamwork**
- **Problem Solving**
- **Adaptability**

## EDUCATION

**Cardiovascular Technology**  
Bachelor of Science  
University of South Carolina  
2003 – 2006

**Invasive Cardiovascular Technology**  
Certificate  
Sentara College of Health Professions  
2005 – 2006

**Nuclear Medicine Technology**  
Certificate  
University of North Carolina- Hospital  
2009 – 2010

## PROFILE

HCS Application System Analyst for Epic EHR Software specializing in Radiant and Cupid. 3-years of experience in successfully leading multiple projects for the Radiant team. Large focus on collaboration with multiple application teams to ensure Epic Radiant optimizations integrate with organizational requests and needs.

## EXPERIENCE

**HCS APPLICATION SYSTEM ANALYST**  
UNC HEALTHCARE

*2022 to current*

Provide support throughout the UNC Healthcare organization for Radiant end users at 17 Hospitals and over 600 Radiology departments through end user education, ticket resolution, department optimization requests, and Epic upgrade enhancements. Focused areas of customer service include reporting, dashboards, radiology charges and billing, supplies and supply integration with 3<sup>rd</sup> party systems, Interventional Radiology workflows and tools, patient movement, and SER record maintenance. Consistently work in a team atmosphere with positive and detailed communication to complete all test and build tasks by required project deadlines. Successfully lead multiple projects for the Epic Radiant team over the last 3 years including the opening of the following across different entities: surgical hospital, Radiant outpatient department, ED, and patient care tower. Other projects include hospital merger, Advanced Home Care, Epic integration with Infor, E-Consent Go-Live, and multiple Epic Nex10 projects.

**REGIONAL TEAM LEAD- CASE INVESTIGATOR**  
MEDICAL EDGE RECRUITING

*2020 to 2022*

Work collaboratively with Community Care of North Carolina and multiple local health departments in North Carolina to help contact COVID-19 patients in an effort to educate case patients about isolation recommendations, gather symptom information, and obtain leads for potential contacts to help slow the spread of COVID-19. Leadership duties include to mentor and train a team of over 50 Case Investigators for 11 counties in the region while providing daily leadership and guidance. Assist team members with daily support for technology issues, promote a positive team environment, monitor team members productivity, provide weekly reports on the call data for the team, monitor and report outbreaks, update policies and procedures, and help organize and supervise team projects. Other positions held include working as a lab coordination and outbreak investigation specialist on the state's Cluster Outbreak and Response team to further investigate COVID-19 outbreaks and clusters within the state.

## SKILLS

### LEADERSHIP



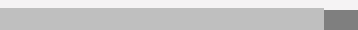
### PROJECT MANAGEMENT



### SOFTWARE PROFICIENCY



### CUSTOMER SERVICE



## INTERESTS

- Family
- Travel
- Volunteering
- Sports

## CERTIFICATIONS

### ARRT (RT) (N)

American Registry of Radiologic Technologists

2010 – current

### CNMT

Nuclear Medicine Technology Certification Board

2010 – current

### NMTCB (CT)

Nuclear Medicine Technology Certification Board (CT)

2014 – current

### Epic

Radiant

2022 – current

### Epic

Cupid

2022 – current

## EXPERIENCE (continued)

### PATIENT SERVICE REPRESENTATIVE

ZOLL MEDICAL CORPORATION

2019- 2022

Educate patients and medical staff on the function and necessary steps to operate the ZOLL LifeVest. Track all incoming and outgoing inventory. Complete and submit necessary paperwork following patient appointments to ZOLL Medical Corporation. Schedule and travel to patient appointments as scheduled with patient at their home or at the hospital. Multi-task multiple patients and appointments within a day as needed including traveling to multiple sites per day.

### PET/CT TECHNOLOGIST

ALLIANCE HEALTHCARE SERVICES

2019 to 2020

Perform all daily quality assurance on PET/CT camera and in the Nuclear Medicine hot lab. Maintain daily records for patient care and quality assurance. Assist patients with their PET/CT scan including ensuring the patient is properly prepped, completing all required paperwork, starting patient's IV, injecting the patient with the proper radiopharmaceutical and dose, scanning the patient, and processing the patient's images. Efficient patient care and multi-tasking are essential as the schedule is fast paced with this company. Travel between sites is a daily occurrence as this is a mobile unit, and travel can occur between multiple sites a day as needed.

### NUCLEAR MEDICINE TECHNOLOGIST

ALVARADO HOSPITAL

2013 to 2018

Perform a variety of diagnostic and therapeutic nuclear medicine procedures per department protocol. Complete required quality control for the gamma cameras and the nuclear medicine hot lab. Compose the Nuclear Medicine department's protocol and procedure manual to provide guidance and promote department compliance for all nuclear medicine employees.

## REFERENCES

*Carla Weiler*

**General Manager**

843-318-1903

*Karen Hassen*

**Nuclear Medicine  
Technologist**

304 - 993 - 2026

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**Profile****Which Boards would you like to apply for?**

---

Greater Raleigh Convention and Visitors Bureau: Submitted

**Please select your first Board preference: \***

---

☒ City of Raleigh Planning Commission**Please select your second Board preference: \***

---

☒ Capital Area Workforce Development Board**Please select your third Board preference: \***

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☒ Greater Raleigh Convention and Visitors Bureau**Please select your fourth Board preference: \***

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☒ Economic Development Commission**Please select your fifth Board preference: \***

---

☒ City of Raleigh Housing Appeals Board**Please select your sixth Board preference: \***

---

☒ Centennial Authority

Sandra

First Name

Rock

Last Name

Middle  
Initial

5452 Ingate Way

Street Address

Suite or Apt

Raleigh

City

ND

State

27613

Postal Code

**What district do you live in?**

---

None Selected

Mobile: (919) 810-3526

Primary Phone

Business: (919) 410-7358

Alternate Phone

sherrerarock@gmail.com

Email Address

Self Employed

Employer

Owner - Rock Notary and  
Consulting Services

Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

---

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

---

☒ Raleigh

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## **Interests & Experiences**

**Why are you interested in serving on a Board or Commission?**

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I am writing to express my sincere interest in serving on the County Board/Commission. As a proud resident of this county since 1994, I have spent the past three decades deeply rooted in our community—as a parent, educator, and now a public servant. My commitment to service began early in my family life, supporting my children’s education as an ESL Teacher Assistant at their elementary school. That role not only allowed me to contribute to the academic success of students from diverse backgrounds, but also gave me a strong understanding of the challenges and strengths within our community. My husband’s service in the military instilled in our family a strong sense of duty, discipline, and community values—principles I continue to carry with me. Now, as a commissioned Notary Public, I have the privilege of working closely with individuals and families across the county, helping them navigate important legal and personal matters. This position has deepened my understanding of the day-to-day concerns of our residents and strengthened my resolve to serve in a broader capacity. I believe that my background in education, my personal connection to military service, my bilingual (English/Spanish) background and my current role as a Notary Public have uniquely prepared me to contribute meaningfully to the work of the County Board/Commission. I am passionate about continuing to give back to the community that has given so much to my family, and I am ready to listen, learn, and lead with integrity and compassion. Thank you for considering my application.

## **Work Experience**

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Professionally, I bring over two decades of administrative, legal, and organizational experience. I served as an Executive Administrative Assistant and later as an Institutional Review Board Administrator, where I managed sensitive ethical reviews for research studies. Most recently, I worked as a Legal Specialist for a respected local non-governmental organization, Family Health International. In this role, I supported legal and compliance functions for global health programs, gaining valuable insight into policy, governance, and community impact. This combination of public service, educational support, and professional experience in legal and administrative roles equips me with a well-rounded perspective and strong organizational and communication skills. My current work as a Notary Public keeps me closely connected to the daily needs of individuals in our community, and I am eager to take on a more active role in helping shape decisions that affect us all.

## **Volunteer Experience**

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Over the years, I have remained committed to giving back through volunteer work with organizations that make a meaningful impact. I have proudly volunteered with the U.S. Marine Corps, supporting the Toys for Tots annual fundraising, the North Carolina Special Olympics, supporting events that celebrate and empower individuals with intellectual disabilities through sports and community engagement. Additionally, I have been involved with the Leukemia and Lymphoma Society of Wake County, assisting with fundraising efforts and awareness campaigns to support patients and families affected by blood cancers. These experiences have strengthened my dedication to service and deepened my connection to the broader community.

## Education

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I hold a Bachelor's degree in Bilingual Executive Administrative Assistance from the University in Panama, where I developed a strong foundation in administrative operations, cross-cultural communication, and organizational support. In addition to my undergraduate studies, I have completed specialized legal assistant training through eCornell, enhancing my knowledge in legal processes, regulatory compliance, and document management. I also hold certifications from Public Responsibility in Medicine and Research (PRIM&R), reflecting my commitment to advancing the highest ethical standards in human subjects research and my experience supporting Institutional Review Board (IRB) operations.

## Comments

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[Rock\\_Sandra -  
\\_LegalAdminAssistant.2025.pdf](#)

Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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## Demographics

Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ Hispanic

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## Other

### How did you become aware of Wake County volunteer opportunities?

☒ County Website

### If you selected "Other" above, how?

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).



## SANDRA HERRERA ROCK

Raleigh, NC • (919) 810-3526 • [sherrerarock@gmail.com](mailto:sherrerarock@gmail.com)

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### PROFESSIONAL PROFILE

#### LEGAL EXECUTIVE ADMINISTRATIVE ASSISTANT

Dynamic and bilingual Executive Administrative Assistant with 20 years of experience providing comprehensive operational and legal support for executive-level C-Suite staff. Adept at navigating complex regulatory environments, ensuring organizational compliance, and streamlining administrative workflows. Proven ability to liaise with international legal advisors, manage corporate documentation, and support strategic decision-making.

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#### CORE COMPETENCIES

- International Compliance & Regulatory Affairs
  - Risk Management & Mitigation
  - Corporate Document Review & Approval
  - Invoice Processing & Financial Tracking
  - Corporate travel planning, meetings and events
  - Strategic Legal Advisory
  - Process Improvement & Workflow Optimization
  - Stakeholder Communication & Reporting
  - Contract & Lease Review
- 

#### PROFESSIONAL EXPERIENCE

##### Country Registration Associate

Family Health International (dba FHI360) | 2005-2025

- Played a key role in ensuring organizational compliance in legal matters associated with country project registration outside the U.S. and internationally.
  - Managed international registration processes and provided expertise on pertinent regulations, supporting startup teams in compliance matters related to local country laws.
  - Served as a key team member in strategic decision-making, advising senior leadership on when and how to register in a country and whether to maintain project registration.
  - Documented and maintained all registration and lease-related decisions in a centralized database for improved transparency and tracking.
  - Acted as a liaison between the organization and international legal advisors, ensuring adherence to procurement and payment policies.
  - Exercised discretion in handling confidential legal, strategic, and corporate meeting information for the Executive and General Counsel.
  - Communicated effectively in English and Spanish with colleagues and external partners to facilitate seamless collaboration and compliance.
- 

#### KEY ACHIEVEMENTS

##### International Compliance & Risk Mitigation

- Resolved past-due international compliance requirements related to registration, local laws, and leases, mitigating risks of penalties and registration cancellations.
- Partnered with local counsel to gather regulatory insights, verify documentation accuracy, and ensure seamless submissions.
- Established structured communication processes with key stakeholders, improving compliance efficiency and reducing delays.

##### Corporate Document Approval Acceleration

- Addressed approval delays for corporate documents required by international governments for operational registration.
- Implemented a tracking mechanism using MS Planner, documenting each step of the process from submission to final approval.

- Increased transparency and efficiency, minimizing risks and ensuring timely approval of essential corporate documents.

**Strategic Legal Advisory & Decision-Making**

- Provided legal guidance on leases, country registration strategies, and corporate risk management to senior leadership.
- Advised on whether to maintain or terminate international registrations based on project status and compliance considerations.
- Balanced regulatory obligations with operational needs to support effective project implementation.
- Communicated lessons learned and prepared reports for senior management, ensuring informed decision-making.

**Technical Proficiency:** Microsoft Office 350 applications: Word, Excel, PowerPoint, MS Planner, SharePoint.

**Languages:** Fluent in English and Spanish (written and oral)

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**EDUCATION**

**Bachelor of Science: Bilingual Executive Secretary, *Universidad Santa Maria La Antigua*, Panamá**

Advanced courses in *Building Leadership Character & Working with Legal Professionals* by eCornell, Institutional Review Board (IRB), PRIM&R (Public Responsibility in Medicine and Research) and IRBNet (suite of electronic solutions for Institutional Review Boards, drives compliance and productivity for Administrators, Committee Members, Researchers, and Sponsors)

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**PROFESSIONAL AFFILIATIONS**

National Notary Association

American Society of Notaries

Greater Raleigh Chamber of Commerce

Profile

Which Boards would you like to apply for?

Greater Raleigh Convention and Visitors Bureau: Submitted

Please select your first Board preference: \*

☒ Greater Raleigh Convention and Visitors Bureau

Please select your second Board preference: \*

☒ None Selected

Please select your third Board preference: \*

☒ None Selected

Please select your fourth Board preference: \*

☒ None Selected

Please select your fifth Board preference: \*

☒ None Selected

Please select your sixth Board preference: \*

☒ None Selected

SheriKErhart

First NameMiddle InitialLast Name

1810 Banbury Rd

Street AddressSuite or Apt

RaleighNC27608

CityStatePostal Code

What district do you live in?

None Selected

Mobile: (919) 625-8314

Primary PhoneBusiness: (919) 462-3400

Alternate Phone

sheri.erhart@cmchotels.com

Email Address

CMC Hotels

EmployerOwner / COO

Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Raleigh

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## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

We own and operate 12 hotels in North Carolina with 9 of them located in Wake County.

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## Work Experience

Hotel Owner / Operator, CMC Hotels

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## Volunteer Experience

Previous Board Experience: ☐ North Carolina Restaurant & Lodging Association (NCRLA) Board Member 2020-Present ☐ Marriott Owner Advisory Council 2016-Present ☐ Arts Together Board Member 2015-2018 ☐ Cary Visual Arts Board Member 2016 ☐ Inn-Flow Hotel Software Board Member 2008- 2018

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## Education

North Carolina State University BS Industrial Engineering 1997

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## Comments

[ErhartResume\\_03152021.pdf](#)

Upload a Resume

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Please upload a file

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## Demographics

Date of Birth

**Gender \***

☒ Female

Sheri K Erhart

**Ethnicity \***

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☒ Caucasian

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**Other**

**How did you become aware of Wake County volunteer opportunities?**

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☒ Current Wake County Volunteer

**If you selected "Other" above, how?**

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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# SHERI ERHART

Principal /Executive Vice President  
CMC Hotels

CMC Hotels is owned by G.S. Chhabra, Shahn Chhabra and Sheri Erhart. We are a family owned business which specializes in the development, construction and operation of upscale limited and full service hotels. We currently own and operate hotels franchised under Marriott, Hilton, Hyatt and Best Western brands.

## Board Experience

- North Carolina Restaurant & Lodging Association (NCRLA)  
Board Member 2020-Present
- Marriott Owner Advisory Council 2016-Present
- Arts Together Board Member 2015-2018
- Cary Visual Arts Board Member 2016
- Inn-Flow Hotel Software Board Member 2008- 2018

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## Affiliations

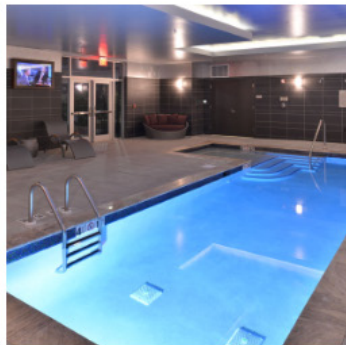
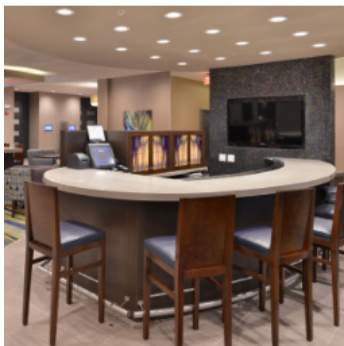
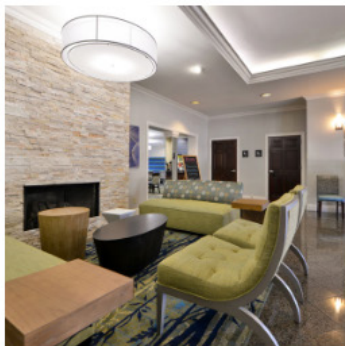
- Hayes Barton United Methodist Church, Member
- Carolina Country Club, Member
- American Asian Hotel Owners Association (AAHOA), Member

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## Education

- North Carolina State University  
BS Industrial Engineering 1997

# CMC PORTFOLIO



# CMC PORTFOLIO

## **Currently Owned Assets:**

SpringHill Suites Raleigh-Cary  
SpringHill Suites Durham – Chapel Hill  
Holiday Inn Raleigh North – Midtown  
TownePlace Suites Wilmington – Wrightsville Beach  
Fairfield Inn & Suites Raleigh-Durham Airport – Brier Creek  
Best Western Raleigh North – Downtown  
Best Western Plus Cary – NC State  
Fairfield Inn & Suites Raleigh – Cary  
Embassy Suites Uptown Charlotte  
Hyatt House Raleigh/Durham Airport – Brier Creek

## **Non Hotel Assets:**

Dillard Drive Office – 20,000 Sf Class A Office Building  
Walnut Place Retail – 10,500 SF Retail

## **Under Development:**

Westin Raleigh/Durham Airport – RTP  
Courtyard Raleigh – Cary  
Doubletree Raleigh North – Midtown

## **Previously Owned Hotel Assets:**

Holiday Inn – Cary  
Holiday Inn – Winston-Salem



# CMC ACCOLADES

- Hilton Embassy Suites Development of the Year Award
- InterContinental Hotel Group Renovation of the Year Award – Two time recipient
- Procter & Gamble AAHOA NC Family Hotelier of the Year Finalist
- InterContinental Hotel Group Torchbearer Award – Three time recipient
- Marriott Horizon Award
- Best Western International Outstanding Housekeeping Award – Six time recipient

